

INCIDENT REPORT CHECK LIST

IMMEDIATELY:

- ☐ Complete the first part of the Incident Report Form and sign it.
- ☐ Give incident report to your supervisor for investigation; let them know if you think you may need to see the doctor.

IMPORTANT!

*A claim will not be generated unless a doctor is seen. This means if you go to the doctor and don't have a claim number, you are responsible for the bill.

*If an incident report isn't filled out in a timely manner, you risk having your claim denied.

BEFORE SEEING A DOCTOR:

- ☐ Supervisor will give completed form to Shay and she will create a First Report of Injury (FROI)
- ☐ You'll need to sign the FROI which has your claim number on it.

*The Provider will want the Claim number, Date of Injury, Place of Employment and Work Comp Company (Montana State Fund). This is all found on the FROI.

- ☐ Ensure you have a Medical Status Form with you for your provider to fill out.

AFTER SEEING THE DOCTOR:

- ☐ Return your Medical Status Form to Shay or your supervisor.
- ☐ If you have work restrictions Shay will work with you to set up modified duty.
- ☐ If you are unable to return to work, it is up to you to stay in contact with your supervisor.
- ☐ The medical status form or a work release from your doctor will be required upon returning to work.